



ANTI CORRUPTION COALITION UGANDA

Plot 9B Vubya Road, Ntinda

P.O. Box 34238 Kampala

Tel: +256-414-535659; Email: info@accu.or.ug, Website: www.accu.or.ug

TERMS OF REFERENCE

PROVISION OF DIGITAL SECURITY AND COMMUNICATION TRAINING FOR STAFF OF ANTI- CORRUPTION COALITION UGANDA

1.0 INTRODUCTION

Anti-Corruption Coalition Uganda (ACCU) was established in January 1999 and officially registered as an NGO in 2004. ACCU unites like-minded individuals and organizations dedicated to raising awareness, exposing and advocating for the reduction of corruption in Uganda. Since its inception, ACCU has been committed to fostering an accountable and corruption-free society through diverse initiatives, often with support from various development partners. At the national level, ACCU collaborates with Civil Society Organizations (CSOs) operating in the accountability sector while on the local front, ACCU works with and through Regional Anti-Corruption Coalitions (RACCs) distributed across the country as well as grassroots member organizations. This ensures that citizens' voices are effectively represented across the national agenda.

2.0 BACKGROUND

Anti-Corruption Coalition Uganda is implementing the 'Civic Engagement for Accountability Project', with an overall objective of contributing to improved transparency and accountability among state and non-state actors as well as enhancing the capacity of citizens to demand for accountability and address challenges of corruption. The project is implemented in a total of 8 districts that include; Yumbe, Terego, Madi-Okollo and Obongi in West Nile and Moroto, Napak, Nakapiripirit and Nabilatuk in Karamoja sub region.

3.0 JUSTIFICATION

Amidst the closing civic space and the current context where all entities are adopting digital services, the staff of ACCU and the organization operate in an environment that presents various digital threats. ACCU currently uses several digital tools for communication, financial management, data management and security including: e-mail, Zoom, Facebook, X, YouTube, computer software, security cameras and alarm systems.

On a number of occasions, these digital platforms have come under threat, hence compromising the organization's data integrity. ACCU has put in place safeguards to its e-mailing system and financial systems, however, there is need to strengthen the awareness and ability of staff and the organization on the use and mitigate any threats that might arise through the use of digital services.

In addition to this, although ACCU has been active on platforms like X, Zoom and YouTube, it has not fully integrated and harnessed the potential of these communication platforms in anti-corruption work. This is mainly due to limited training and awareness on the use of these platforms. Premised on the background above, ACCU seeks services of a consultant to conduct training for ACCU staff members and selected partners on digital communication and digital security.

4.0 GENERAL OBJECTIVE

The general objective of this assignment is to engage the services of a consultant to conduct a training of ACCU staff on digital security and digital communication.

5.0 SPECIFIC OBJECTIVES

The consultant will be expected to undertake the following specific objectives

- Conduct a digital security assessment for staff and the organization.
- Facilitate a two-days digital security and digital communication training for 20 staff and partners.
- Provide after training support as may be needed from time to time.

6.0 NATURE AND SCOPE OF WORK

The consultant will develop training content and deliver a two-days training on the following areas:

Digital / Cybersecurity

- a) Computer and phone security (virus, malware, passwords, messaging apps, etc).
- b) Spyware threats.
- c) Hackers and predators.
- d) Phishing (domain spoofing, URL phishing etc).
- e) Ransomware attacks.
- f) Cyberattacks.
- g) Outdated hardware and software threats.
- h) Man-In-The-Middle attacks
- i) Use of office security camera and alarm systems
- j) Online data storage and backup.

Digital communication

- a. Optimisation of YouTube
- b. Optimisation of X
- c. Optimization of Zoom
- d. Convergence of digital tools.

7.0 EXPECTED DELIVERABLES

Prospective consultants are expected to provide;

- 1) Digital security and digital communication training.
- 2) Training materials (PowerPoint presentations).
- 3) Digital security and communication assessment /training report.
- 4) Follow-up support.

8.0 METHODOLOGY

The selected consultant will be expected to develop a detailed methodology for this assignment stating how the assignment objectives will be achieved.

9.0 TIMEFRAME FOR THE ASSIGNMENT

| No. | Task | Timeline | Responsible Party |
|-----|---------------------------------------|---------------|-------------------|
| 1. | Publication of the terms of reference | 28/10/2024 | ACCU |
| 2. | Delivery of expressions of interest | 15/11/2024 | Consultant |
| 3. | Contractual processes | 27/11/2024 | Consultant & ACCU |
| 4. | Training days | 11/12/12/2024 | ACCU & Consultant |
| 5. | Delivery of the final training report | 19/12/2024 | Consultant |

10.0 LEVEL OF EFFORT

This assignment is expected to take two working days. The Service contract will be signed for a period of up to 2 weeks.

11.0 QUALIFICATIONS

The Consultant should have the following profile:

- A minimum of a Bachelor's Degree in; Information and Communication Technology, Journalism, Communication or any other related degree.
- Possession of post graduate qualifications in digital security and/or digital communication is an added advantage.
- At least 5 years of experience in facilitating digital security and digital communication trainings for public or private organisations.
- Demonstrated knowledge and experience in developing digital security plans for non-profits.
- Sufficient knowledge and understanding of the operating environment for non-profits in Uganda.
- Ability to undertake this assignment and deliver on time.

12.0 SUBMISSION OF PROPOSALS

Consultants/individuals who meet the above requirements should submit their proposals to the Executive Director, Anti-Corruption Coalition Uganda on; info@accu.or.ug with a copy to; amarlon@accu.or.ug not later than 15/11/2024.